



The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health
Office of Emergency Medical Services
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ADVISORY

To: All MA Ambulance Services
EMCAB Members

From: Abdullah Rehayem, Acting Director

Re: Web-based format, timing for submission of EMS personnel lists

Date: August 24, 2006

Effective October 1 2006, all MA ambulance services are to meet their existing licensure requirement for submitting updated Part C, EMS personnel lists to OEMS electronically, using the Department's web-based system. Updated EMS personnel lists shall be submitted quarterly, by January 1, April 1, July 1 and October 1 of each year. If there have been no changes in a service's EMS personnel since the previous quarter, the service does not need to submit its EMS personnel list until there are changes in EMS personnel to report.

This new system will permit the Department to have a much better idea of EMS personnel resources, especially important for more effective emergency preparedness.

For detailed instructions on how to create a new personnel roster file, or modify the file you have provided, and then submit the new file to OEMS, go to:
http://www.gotomra.com/oems/help/process_file.htm. To submit the file to OEMS, go to:
<http://www.gotomra.com/oems/default.asp>

Thank you for your continued service in providing prehospital care to the Commonwealth's residents and visitors. If you have any questions, please contact me at 617-753-7300.